

 <b>KENTUCKY CORRECTIONS</b> Policies and Procedures	Policy Number	Total Pages
	1.6	2
	Date Filed	Effective Date
	*	March 23, 2017
Authority/References ACA Standard 2-CO-1A-18, 2-CI-6B-1	Subject  <b>CENTRAL OFFICE AREAS OF RESPONSIBILITIES</b>	

## I. DEFINITIONS

None.

## II. POLICY AND PROCEDURE

It is the policy of the Kentucky Department of Corrections (KDOC) to have a clear understanding of what authority and responsibilities have been delegated by the Commissioner to the appropriate divisions and offices. This policy applies to all personnel of the KDOC.

### A. Commissioner's Office

The Commissioner's Office is responsible for the overall supervision, direction, and oversight of all departments, offices and divisions of the KDOC. Within the Commissioner's Office there are Public Information, Personnel Branch, Ombudsman's Office and the Internal Affairs Branch.

### B. Adult Institutions

The Office of Adult Institutions is responsible for providing general day-to-day supervision, direction, and oversight to the prisons statewide.

1. Wardens report directly to the Deputy Commissioner of Adult Institutions.
2. Within the Office of Adult Institutions are:
  - a. Kentucky Correctional Industries (KCI);
  - b. Security and Food Service;
  - c. Programs;
  - d. Capital Construction;
  - e. Education;
  - f. Medical;
  - g. Religious Services;
  - h. Substance Abuse; and
  - i. Mental Health.

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### C. Support Services

The Office of Support Services is responsible for providing fiscal direction, technological support and training programs to KDOC staff and others.

1. The Deputy Commissioner of Support Services is also responsible for:
  - a. All budget requests;
  - b. Fiscal allocations;
  - c. Computer technology issues; and
  - d. Monitoring of all KDOC contracts and fiscal auditing procedures.
2. Within the Office of Support Services are:
  - a. Administrators for Administrative Services;
  - b. Offender Information;
  - c. Contract Management and Grants;
  - d. Reentry Branch;
  - e. Information and Technology;
  - f. Probation and Parole and Interstate Compact;
  - g. Corrections Training;
  - h. Parole Board support staff; and
  - i. Classification and Population Management.

### D. Community Services

1. The Office of Community Services is responsible for monitoring local jail facilities for compliance with jail standards outlined in Kentucky Administrative Regulations statewide.
2. The Office of Community Services is comprised of Local Facilities.